CABINET FOR FAMILIES AND CHILDREN

DEPARTMENT FOR SOCIAL INSURANCE

"An Equal Opportunity Employer M/F/D"

DIVISION OF CHILD SUPPORT ENFORCEMENT

KASES Network Memo No. 46

TO: Staff, Division of Child Support Enforcement
           All IV-D Agents

DATE: October 14, 1997

SUBJECT: Revisions of the Update Child Participant Data screen
           (ASEPT1), AFDC Case Referral screen (ASEC8E), AFDC
           Case Referral Inquiry screen (ASEC8H), AP's
           Supplemental Parental Information screen (ASESPI), and
           AP's Supplemental Parental Information Inquiry screen
           (ASESPI)

The KASES screens listed above have been revised to accommodate
the IV-A//IV-D interface.

The Update Child Participant Data screen (ASEPT1) was revised
to include the IS FATHER'S NAME ON THE BIRTH CERTIFICATE and
COPY OF BIRTH CERTIFICATE BEING SENT indicator fields. KAMES
provides information by interface as to whether a Voluntary
Acknowledgment of Paternity has been completed for children
born to unmarried parents. The information shown in these
fields is output only and enables KASES to identify cases which
need support establishment rather than paternity establishment.
All other information on screen ASEPT1 remains unchanged.

The AFDC Case Referral screen (ASEC8E) has been revised to
include the IS AP EMPLOYMENT INFORMATION BEING SENT and DOES OR
HAS AP EVER RECEIVED BENEFITS indicator fields. The INSURANCE
INFORMATION BEING SENT indicator field has been changed to IS
AP INSURANCE INFORMATION BEING SENT and moved to the bottom of
the screen. The indicators for these fields default to "N" (NO).

If employment information is entered in KAMES, the IV-A/IV-D KASES interface will pick up the information, change the "N" indicator to "Y," and create the following event and worklist items on KASES: AEMP - AP EMPLOYMENT UPDATE - AFDC INFO.

The same process occurs if AP medical insurance information is entered on KAMES. The indicator is automatically changed from "N" to "Y" and the following event and worklist items are created on KASES: AINS - AP MEDICAL INSURANCE UPDATE-AFDC INFO.

If AP benefits information is entered on KAMES, the AP benefits indicator changes from "N" to "Y" and the information entered on KAMES is attached as a note on KASES on the Create AP Supplemental Parental Notes screen (ASEUNA). The note on KASES appears exactly as it was entered on KAMES. The NOTES screen on which the benefits information is entered is accessed from the AP's Supplemental Parental Information Inquiry screen (ASESPI). The information attached as a note on the NOTES screen can be updated.

Other changes on screen ASEC8E include the removal of the COURT ACTION #2 and COURT ACTION #3 segments, the addition of TYPE OF SUPPORT BEING PAID, PAYMENT THROUGH: COURT/IVD AGENCY (Y/N) or RECIPIENT (Y/N), LAST PAYMENT DATE, PAYMENT AMOUNT, and DATE SUPPORT WAS ESTABLISHED fields. The remaining information has not been revised; however, it has been moved to other areas on the screen. The AFDC Case Referral Inquiry screen (ASEC8H) has also been revised to include this information.
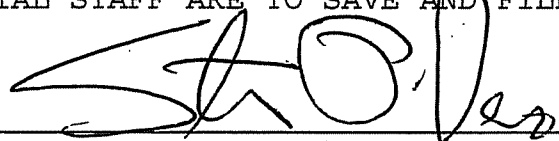
The information in the IS AP EMPLOYMENT BEING SENT, DOES OR HAS AP EVER RECEIVED BENEFITS, and IS AP INSURANCE INFORMATION BEING SENT indicator fields on screen ASEC8E is output only and cannot be updated by DCSE caseworkers.

The AP's Supplemental Parental Information screen (ASESPI) has been revised to include fields to display the name, address, telephone number, and the relation of anyone associated with the noncustodial parent other than his/her parents. The information shown in these fields is received through IV-A/IV-D interface. The information is provided by the client and is entered by IV-A caseworkers on corresponding fields on KAMES screens. The information in these fields can also be entered and/or updated by DCSE caseworkers. The AP's Supplemental Parental Information Inquiry screen (ASESPI) has also been revised to include this information.

Examples of the changes to screens ASEPT1, ASEC8C, and ASESPI are attached to this memorandum. The KASES Handbook will be updated with these changes in the near future.

DCSE STAFF AND CONTRACTING OFFICIAL STAFF ARE TO SAVE AND FILE THIS MEMO FOR FUTURE REFERENCE.

STEVEN P. VENO, DIRECTOR
DIVISION OF CHILD SUPPORT ENFORCEMENT

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors
             IV-D Agents - Area Office Managers

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ASEPT1      300X000          K A S E S
09/17/97   14:49:38      UPDATE CHILD PARTICIPANT DATA
PARTICIPANT NAME ]                           _____ A ___ MPI # 000000:
SOCIAL SECURITY NUMBER          DATE CREATED  11/01/1996
DATE OF BIRTH            AGE 10   SEX F RACE CA EMANCIPATION AGE  18
CITY OF BIRTH   LOUISVILLE_____           EMANCIPATION DATE _____
CNTY OF BIRTH   _____ ST __     DATE OF DEATH _____
LEGAL STATUS _  PAT DISP ____
PAT START DATE _____   PAT EST/END DATE _____
    IS FATHER'S NAME ON THE BIRTH CERTIFICATE? N
    COPY OF BIRTH CERTIFICATE BEING SENT?      N
DATE CONCEIVED _____   CNTY CONCEIVED _____ ST __

HAS CHILD EVER BEEN MARRIED OR OTHERWISE EMANCIPATED?     _
GENETIC TEST INDICATOR  N


MPI LAST UPDATED 02/07/1997  12:54:40  WORKER NUMBER          NOTES N
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PF2-ALIAS NAME    PF5-NOTES PROCESS    PF9-ENT/UPD PART.   PF15-GENETIC TEST
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The IS FATHER'S NAME ON THE BIRTH CERTIFICATE and COPY OF BIRTH CERTIFICATE BEING
SENT indicator fields were added to the Update Child Participant Data screen
(ASEPT1) to facilitate the IV-A/IV-D interface regarding the Voluntary
Acknowledgment of Paternity. The valid codes for these fields are "Y" (YES) and
"N" (NO). The indicators default to "N" (NO) and will update to "Y" (YES) during
IV-A/IV-D interface only if the answer to these questions is YES and a "Y" is
entered in the corresponding fields on KAMES screens.

The IS FATHER'S NAME ON THE BIRTH CERTIFICATE and COPY OF BIRTH CERTIFICATE BEING
SENT fields are display only on KASES; indicators cannot be entered or updated by
DCSE caseworkers. All other data and the processing options on screen ASEPT1
remain unchanged.

```
ASEC8E                               K A S E S
12/22/96    10:24:00              AFDC CASE REFERRAL
AP NAME                                    F  MPI # 000000    | REFER # 000000
CL NAME                                    A  MPI # 000000    |


COPY OF ORDER BEING SENT (Y/N) N  TYPE OF SUPPORT BEING PAID _____
PAYMENT THROUGH:  COURT/IVD AGENCY (Y/N) _   RECIPIENT (Y/N) _
RETAINED BY RECIPIENT (Y/N) _    TURNED OVER TO COURT/IVD AGENCY (Y/N) _
LAST PAYMENT DATE _____     PAYMENT AMOUNT _____


CIVIL ACTION #_____  ORDER FILE DT _____  NAME FILED BY _____
COURT NAME _____  COURT CNTY _____  ST __  ACTION TYPE ____
AMOUNT OF SUPPORT ORDERED _____  PAYMENT FREQUENCY ____
DATE SUPPORT WAS ESTABLISHED _____   ESTIMATE OF ARREARAGES _____


IS AP EMPLOYMENT INFO BEING SENT? _   DOES OR HAS AP EVER RECEIVED BENEFITS? _
           IS AP INSURANCE INFORMATION BEING SENT? _


LAST UPDATED 01/15/1997   09:42:52    WORKER         \ NOTES  N
PF5-NOTES PROCESS                     PF9-CONFIRM
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The AFDC Case Referral screen (ASEC8E) has been revised to include the IS AP
EMPLOYMENT INFOR BEING SENT?, DOES OR HAS AP EVER RECEIVED BENEFITS? and IS AP
INSURANCE INFORMATION BEING SENT? indicator fields to accommodate the IV-A/IV-D
interface. Other fields added to this screen include the PAYMENT THROUGH:
COURT/IVD AGENCY- RECIPIENT, RETAINED BY RECIPIENT; TURNED OVER TO COURT/IVD
AGENCY; LAST PAYMENT DATE; PAYMENT AMOUNT; AMOUNT SUPPORT ORDERED; PAYMENT
FREQUENCY; DATE SUPPORT WAS ESTABLISHED; and ESTIMATE OF ARREARAGES. The COURT
ACTION #2 and COURT ACTION #3 segments have been removed from screen ASEC8E.

Information shown on the screen is supplied by the custodial parent and entered by
the IV-A worker. The information is automatically transferred to KASES by IV-
A/IV-D interface. However, if the IV-A caseworker does not enter the data, the
PF10-REFER SUPPLEMENT option on the Create/Update Case screen (ASEC8C) enables the
DCSE caseworker to access screen ASEC8E to input detailed information regarding
support order decisions and the amount of arrearage the custodial parent states
the noncustodial parent owes for past due support. The AP indicator fields on
screen ASEC8E are output only and cannot be updated by DCSE caseworkers.

The following are instructions for completing screen ASEC8E.

1.   **COPY OF ORDER BEING SENT** - Enter the appropriate indicator to show whether a
     copy of the order is being sent. This is a one (1) position field. this
     field is optional. The valid indicator codes are listed below.

     Y = YES
     N = NO

2.   **TYPE OF SUPPORT BEING PAID** - Enter the code for the type of support being
     paid by the noncustodial parent. The code indicates whether support is
     administrative, court ordered, or voluntary. There is also a code to show
     if support is not being paid. This is a four (4) position field. This
     field is mandatory. The valid codes are listed on the following page.

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ADMN = ADMINISTRATIVE
ORD  = COURT ORDERED
VOL  = VOLUNTARY
NONE = NO SUPPORT PAID
```

3. **PAYMENT THROUGH: COURT/IVD AGENCY (Y/N) RECIPIENT (Y/N)** - Enter the indicator code in the appropriate field to show whether the support payment is made through the court, IV-D agency, or directly to the custodial parent. This is a one (1) position field. This field is optional. The valid codes are listed below.

   Y = YES
   N = NO

4. **RETAINED BY RECIPIENT** - Enter the indicator code to show whether the payment is retained by the recipient. This is a one (1) position field. This field is optional. The valid indicator codes are shown below.

   Y = YES
   N = NO

5. **TURNED OVER TO COURT/IVD AGENCY** - Enter the indicator code to show whether the payment is turned over to the court or IV-D agency. This is a one (1) position field. This field is optional. The valid indicator codes are shown below.

   Y = YES
   N = NO

6. **LAST PAYMENT DATE** - Enter the date the last support payment was paid. Use the standard format for dates on KASES, for example 09/01/1997. This is a ten (10) position field. This field is optional.

7. **PAYMENT AMOUNT** - Enter the dollar amount of child support the noncustodial parent was ordered to pay. **Financial data must be entered in decimal format, for example, 500.00.** This is a ten (10) position field. This field is optional.

8. **CIVIL ACTION #** - Enter the civil action number associated with the court action. This is a nine (9) position field. This field is optional.

9. **ORDER FILE DATE** - Enter the date court action was filed. Use the standard date format for KASES, for example, 06/05/1995. This is a ten (10) position field. This field is optional.

10. **NAME FILE BY** - Enter the name of the person who filed the court action. This is a fifteen (15) position field. This field is optional.

11. **COURT NAME** - Enter the name of the court in which court action was filed, for example, Franklin Circuit Court. This is a fifteen (15) position field. This field is optional.

12. **COURT CNTY** - Enter the name of the county in which court action was filed. This is a sixteen (16) position field. This field is optional.

13. **ST** - Enter the abbreviation for the state in which court action was filed. This is a two (2) position field. This field is optional.

14. **ACTION TYPE** - Enter the code for the type of court action taken. For example, enter PAT for paternity action, DIV for divorce action, etc. Up to four characters can be entered in this four (4) position field. This field is optional.

15. **AMOUNT OF SUPPORT ORDERED** - Enter the dollar amount of support that is to be paid each week, month, etc. **Financial data must be entered in decimal format, for example, 500.00.** Do not use a dollar sign. This is a ten (10) position field. This field is optional.

16. **PAYMENT FREQUENCY** - Enter the code that shows how often child support is to be paid. This is a four (4) position field. This field is optional. The valid codes are shown below.

    WKLY = WEEKLY
    BIWK = BIWEEKLY
    SMO = SEMIMONTHLY
    MNTH = MONTHLY
    NONE = NO CHARGE FREQUENCY

    NOTE: PAYMENT FREQUENCY codes passed by interface from KAMES to KASES are one position, for example, W = WEEKLY, M = MONTHLY, etc. DCSE caseworkers are to update the PAYMENT FREQUENCY field with a valid code when information is received by interface.

17. **DATE SUPPORT WAS ESTABLISHED** - Enter the date the support order became effective. Use the standard format for dates on KASES, for example, 07/01/1996. This is a ten (10) position field. This field is optional.

18. **ESTIMATE OF ARREARAGES** - Enter the dollar amount the custodial parent states the noncustodial parent owes in past-due child support. **Financial data must be entered in decimal format, for example, 2500.00.** Do not use a dollar sign. This is a ten (10) position field. This field is optional.

The IS AP EMPLOYMENT INFO BEING SENT, DOES OR HAS AP EVER RECEIVED BENEFITS, and IS AP INSURANCE INFORMATION BEING SENT indicator fields are defaulted to "N" (NO). These fields are output only and indicators cannot be entered or updated by DCSE caseworkers. These indicators are based on information contained in the KAMES entry screens. If the IV-A caseworkers enters employment or insurance information on KAMES, the IV-A/IV-D interface will pick up the information and change the AP indicators to "Y" (YES) and create event and worklist items for KASES. If AP benefits information is entered on KAMES, the interface will pick up the information and change the benefits indicator to "Y" (YES) and attach the information exactly as it appears on KAMES on the KASES NOTES screen. The NOTES screen it appears on is accessed from the AP's Supplemental Parental Information screen (ASESPI).

The NOTES indicator field defaults to "N" (NO). The system changes the indicator to "Y" (YES) if notes are entered on the Notes screen.

The processing option for screen ASEC8E are shown on the following page.

PF5-NOTES – If more than one civil action information is entered on KAMES, the IV-A/IV-D interface attaches the additional segments of court information on the AFDC Case Referral Notes screen (ASEUNA) on KASES. This data can be updated. DCSE caseworkers can enter additional notes by pressing PF5 to access screen ASEUNA.

PF9-CONFIRM – Press PF9 to confirm data entered on screen ASEC8E. The system returns to the Update Case screen (ASEC8C).

PART NAME   S   MPI #   SSN

FATHER'S NAME _____ _____ _ STILL LIVING? ___ APT # _____
STREET1 _____ STREET2 _____
CITY _____ ST __ ZIP CODE _____ ____ PHONE ___ ___ ____ FOREIGN IND _

MOTHER'S NAME _____ _____ _ STILL LIVING? ___
MOTHER'S MAIDEN NAME _____ _____ _ APT # _____
STREET1 _____ STREET2 _____
CITY_____ ST __ ZIP CODE _____ ____ PHONE ___ ___ ____ FOREIGN IND _

OTHER NAME _____ _____ _ RELATION ____ PHONE __ __ ____
ADDRESS _____ CITY _____ ST __ ZIP CODE _____ ____

LAST UPDATED 01/15/1997 09:42:52   WORKER   NOTES N

                PF5-NOTES PROCESS   PF9-UPDATE

The AP's Supplemental Parental Information screen (ASESPI) is used to enter
information regarding the noncustodial parent's father and mother. The
information entered on this screen is used when locating the noncustodial parent.
This screen has been revised to include the name of someone other than the parents
who may be able to give information regarding the location of the noncustodial
parent. If information is entered on KAMES, the IV-A/IV-D interface picks up the
information and sends it to screen ASESPI on KASES. DCSE caseworkers can also
enter this information if available.

The following are instructions for completing the revised portion of this screen.

1.   **OTHER NAME** - Enter the name of a contact other than the noncustodial
      parent's father or mother who may be able to give information about the
      noncustodial parent. The name is entered in the last, first, middle initial
      entry mode. There are seventeen (17) positions available for the last name,
      fifteen (15) positions for the first name, and one (1) position for the
      middle initial. This field is optional.

2.   **RELATION** - Enter the appropriate code which shows the relationship of the
      person entered in the OTHER NAME field to the noncustodial parent. This is
      a four (4) position field. This field is optional. The valid codes for
      this field are shown below.

      AUNT = AUNT   NIEC = NIECE
      BROT = BROTHER   NONE = NONE
      COUS = COUSIN   OTHR = OTHER
      DAUG = DAUGHTER   SIST = SISTER
      FRND = FRIEND   SON = SON
      GRAM = GRANDMOTHER MATERNAL   SPOU = SPOUSE
      GRMP = GRANDMOTHER PATERNAL   STEB = STEPBROTHER
      GRFM = GRANDFATHER MATERNAL   STCH = STEPCHILD
      FRFP = GRANDFATHER PATERNAL   STST = STEPSISTER
      MINL = MOTHER-IN-LAW   UNCL = UNCLE
      NEPH = NEPHEW   UNKN = UNKNOWN
                                           XSPO = EXSPOUSE

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NOTE: KAMES has no edits for RELATION field types. Therefore, information updated from KAMES to KASES may have different values in the RELATION field. DCSE caseworkers are to update the RELATION field with the appropriate valid code when information is received by interface.

3. **PHONE** - Enter the three-digit Area Code and seven-digit telephone number for the person entered in the OTHER NAME field. This is a ten (10) position field. This field is optional.

4. **ADDRESS** - Enter the number and name of the street for the person entered in the OTHER NAME field. This field accepts both alphabetic and numeric characters. If a street address is not available, a P. O. Box number is entered in this field. This is a twenty-eight position field. This field is optional.

5. **CITY** - Enter the name of the city in which the person entered in the OTHER NAME field resides. This is a sixteen (16) position field. This field is optional.

5. **STATE** - Enter the abbreviation for the state in which the person entered in the OTHER NAME field resides. This is a two (2) position field. This field is optional.

6. **ZIP** - Enter the appropriate ZIP code for the address entered in the previous fields. This is a nine (9) position field. Five positions are available for the first part and four positions are available for the second part of the ZIP code. This field is optional.

The processing options for this screen are shown below.

PF5-NOTES PROCESS - To enter additional information regarding the noncustodial parent's parents or others, press PF5. The Create AP Supplemental Parental Notes screen (ASEUNA) displays. This screen will also display information attached as notes entered by IV-A caseworkers on KAMES and sent to KASES by the IV-A/IV-D interface. Any notes sent to KASES by IV-A/IV-D interface can be updated.

PF9-UPDATE - Press PF9 to confirm the information entered on screen ASESPI. The system returns to the Update Case Participants screen (ASEC1B).